

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 8A ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Comptroller of the Treasury		Motor Vehicle Fuel Tax Division
AGENCY		DIVISION
Item No.	Description	Retention
5.	<p><u>Diesel Fuel Tax Reports File</u></p> <p>Dealers in diesel fuel must submit the following monthly reports:</p> <p>GT 300 Diesel fuel user/seller tax reports GT 301 Receipts of diesel fuel GT 302 Sales of diesel fuel Purchase Reports Correspondence Memorandums of delinquents and adjustments</p> <p>May also include</p> <p>GT 413 Auditor's reports GT 405 Schedule of differences Auditor's work sheets Diesel affidavits - (no diesel fuel storage) GTD-15 Report of diesel cars sold (by dealer)</p>	<p>Retain for 5 years from date sent to Records Center, then destroy.</p>
17.	<p><u>Temporary Permit Files</u></p> <p>Files contain applications & permit ledgers and permits for businesses who are applying for motor vehicle fuel license (item 10) but have not as yet been approved.</p>	<p>Retain for 5 years from date sent to Records Center, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

11/2/83 *Joseph W. Lusk* Rev. Adm. III
 Date Signature Title

 Date State Archivist